

ATOLAGBE JOSEPH KAYODE

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CAREER OBJECTIVE

To be a core dedicated team in a management institution, to solve business problem and evolve administrative strategies in a well-structured and reputable organization where my skill can be effectively utilized and to improve operation performance and contribute to the organization value with focus on attaining the highest possible managerial and career level.

PERSONAL INFORMATION

DATE OF BIRTH: 29 September 1982

SEX: Male

MARITAL STATUS: Single

LOCAL GOVT AREA: Irepodun

STATE OF ORIGIN: Kwara

NATIONALITY: Nigeria

EDUCATION AND TRAININGS

Kwara State Polytechnic 2007 ND in Accountancy

Kwara State Polytechnic 2010 HND in Accountancy

King Ado High School 2002 SSCE

Project Management 2011 Certificate in Project Management

PROFESSIONAL QUALIFICATION

Undergoing ICAN Professional Course

Desktop Publishing Profession

Busy wing package

NATIONAL YOUTH SERVICE CORPS (NYSC)

Bond Chemical Industries Limited 2011 – 2012

- Audit and Account Department
- Peer Education and Training
- Coordination of ideas for Public Campaigns on reproduction Health
- And HIV/ AIDs for the Youth

POST HEAD SO FAR

Assembly Prefect King Ado High school 2001- 2002

Vice President of C.A.S.F Kwara state polytechnic Chapter 2009 – 2010

Member of Nigeria Christians Corpers Fellowship

Oyo state Chapter 2011 – 2012

Bible Cord of C.A.C.S.F 2006 – 2010

Youth co-ordinator of living faith church and dram cord 2011 – 2012

AWARD

- Christ Apostolic Church Fellowship
- Award of Excellence for Outstanding Leadership and Selfless Service As the Bible Cord of the Church in institution

WORK EXPERIENCES

Employer:Nussy Nursery and primary school

Position: Account and cashier 2003 -2004

Employer:Tolagbe International Co. Limited

Position:Industrial training attachment 2007 – 2008

Department: Account and Cashier

Employer: Bond Chemical Industries Limited

Position: Assistant Auditor 2011 – 2012

Department: Account and Audit

Employer: Cantstop Nigeria Limited

Position: Branch Accountant 2012

Employer: Heart And Soul Montessori's School

Position: Account Officer 2013 – Till Date

JOB DESCRIPTION

- Preparation of Petty Cash book
- Preparation of Cash and Bank book
- Inspection on stock card with Goods Delivery note
- Reconciliation of Bank book with Bank statement
- Stocktaking on Raw Material, finished Goods, Stationery, fuel, diesel and engine oil
- Inspection on Production Floats and Audit Report

PUBLISHER AND WRITERS

- **THE SEED OF A DYNAMIC LEADER**
- **YOUTH CHANGE YOUR MIND(dead mind is a destiny killer)**
- **AWAKING THE GIANT IN YOU**
- **BECOMING A PROBLEM SOLVER**
- **THE DYNAMIC SPIRIT OF HOLINESS**
- **UNDERSTANDING THE BODY-GUIDE IN YOU(the Holy Spirit)**
- **VOILENCES SUCCESS**

HOBBIES/ INTEREST

Reading of novels, Playing table tennis, Singing and Praying, Meeting people and imparting lives positively.

SKILLS AND ATTRIBUTES

- Good Communication Skill and Interpersonal relationship
- Good Team Player and Technical Skills
- Ability to Work with Minimal supervision
- Strong Analytical and Problem Solving Skills
- Working Knowledge of Information and Communication Technology

RESEARCH WORK:

- Financial strategies in acquisition decision

A case study of Union Bank of Nigeria (HNDProject)

REFEREES

DR OTULAJA BOLA

64a, Olushi Street, Lagos

Lagos Island, Lagos

Phone: 08033435976

PASTOR INNOCENT ODIANOSE

Living Faith Church

Beside Best Legacy School,

AkinmoorinRd,Awe

Phone: 07037989663

